

September 30, 2019

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**REQUEST FOR PROPOSALS  
COST ACCOUNTING AND DECISION SUPPORT SYSTEM AND  
RELATED SERVICES #CADSS2019  
ADDENDUM NO. 1**

This Addendum No. 1 to the Request for Proposal (RFP) for Cost Accounting and Decision Support System and Related Services revises the RFP as indicated below and provides responses to the written questions received in accordance with RFP, Section 3.4 – Written Questions and Answers. This Addendum No. 1 is posted on the Department of Health Services (DHS) Contracts and Grants' website at <http://dhs.lacounty.gov/wps/portal/dhs/cg/>.

1. RFP, Section 1.4 – SCHEDULE OF EVENTS, Table 1 – Schedule of Events is deleted in its entirety and replaced as follows:

Event	Date
Release of Cost Accounting RFP	September 9, 2019
Deadline for Request for Solicitation Requirements Review	9:00 AM PT; September 19, 2019
Deadline for Written Questions for Proposal Submission	9:00 AM PT; September 23, 2019
Responses to Written Questions for Proposal Submission Completed	September 30, 2019
Due Date for Proposal Submission Phase 1 (Submission of Minimum Mandatory Requirements Proposal)	<del>9:00 AM PT; October 7, 2019</del> 9:00 AM PT; November 4, 2019
County to notify Proposers that have passed Phase 1 (Evaluation of Minimum Mandatory Requirements Proposals) and that are invited to respond to Phase 2 (Evaluation of Detailed RFP Requirements Proposals and Price Proposals)	<del>October 28, 2019</del> November 25, 2019
Due Date for Proposal Submission Phase 2 (Submission of Detailed RFP Requirements Proposal and Price Proposal)	<del>9:00 AM PT; November 19, 2019</del> 9:00 AM PT; December 19, 2019

**Questions and Answers:**

**Question 1:** The document, "29 Appendix J Exhibit E.RF SLPS Response Form" has several places with this message, " Error! Reference source not found." Could LA County provide an update?

SECTION 2. (SERVICE MONITORING AND MANAGEMENT) Page 6  
#2 (2 occurrences)

SECTION 5. (SERVICE LEVEL FAILURES AND SERVICE LEVEL CREDITS) – pages 46-48  
#5.1 (4 occurrences)  
#5.2 (a) (2 occurrences)  
#5.2 (a) Paragraph 2 (4 occurrences)  
#5.2 (b) (2 occurrences)

**Answer 1:** Yes. A document link entitled "Revised Response Forms and Required Forms (Zip File)" has been published on the DHS Contracts and Grants' website at <http://dhs.lacounty.gov/wps/portal/dhs/cg/>

**Question 2:** The following files from the LA County CADS bid site have error messages (scattered throughout the document) that say the following: Error! Reference source not found. Do you have documents available without the Error message that can be sent to us or that can be added to the bid site?

Cost Accounting and Decision Support System RFP

- 20 Appendix J Exhibit A.2.RF Support Services and Maintenance SOW Response Form
- 25 Appendix J Exhibit C.RF Fees Response Form
- 29 Appendix J Exhibit E.RF SLPS Response Form
- 43 Appendix J Exhibit M.RF Additional Hosting Services TandC Response Form
- 54 Appendix J.RF Required Agreement Response Form FINAL

**Answer 2:** See Answer 1.

**Question 3:** The document, "29 Appendix J Exhibit E.RF SLPS Response Form", references "Exhibit \*\* (County Enterprise Back-up Policy)" but we do not see this document included in the package. Could LA County provide this?

**Answer 3:** The County Enterprise Back-up Policy for the CADS system will be jointly developed between the County and the Proposer prior to the execution of the Agreement and is generally based on Proposer's enterprise back-up policy.

**Question 4:** [*Product Name redacted*] is a SaaS application that only requires Internet access. The general requirements state that a dedicated network connection is required. For clarification, is a point to point or VPN connection required?

**Answer 4:** A dedicated secure connection is required, a Point-to-Point (e.g. LAN to LAN) VPN connection is preferred.

**Question 5:** Our application pricing at [*Company Name redacted*] is based on several factors, one of those being the # of end users. Can LA County provide the approximate number of cost accounting/financial analysts who would support the system (i.e. costing models, audit and reconciliation process, report building, etc.)? In addition, could LA County please provide the expected number of Managers/Executives who would have access to the Dashboards and Reports only?

**Question 6:** How many department managers (user count) will require access to reviewing the budget and as well as reviewing budget variance reports?

**Answer 5 & 6:**

End User Count (e.g. dashboard and reports): 700 (approx. total users)  
Analytics User Count (e.g. report building, administrative rights, reconciliation, cost modeling): 100 (subset of total above)

**Question 7:** Need Word Version of Exhibit U (form has to be filled in for Stage 2) Exhibit U (Contractor Diligence and Information Security Questionnaire)

**Answer 7:** The document entitled "Appendix J Exhibit U Contractor Diligence and Information Security Questionnaire" has been published on the DHS Contracts and Grants' website at <http://dhs.lacounty.gov/wps/portal/dhs/cg/>

**Question 8:** Question referencing the RFP. Appendix B Confidentiality Agreement. Can we edit/redline the Confidentiality Agreement?

**Answer 8:** No. A revised "Appendix B Confidentiality Agreement" has been published on the DHS Contracts and Grants' website at <http://dhs.lacounty.gov/wps/portal/dhs/cg/>.